

MILPITAS TEEN CENTER – GENERAL RENTAL INFORMATION
1325 East Calaveras Boulevard, Milpitas, CA 95035/(408) 586-3225

The Teen Center is equipped with (2) two pool tables, a ping-pong table, foosball table, TV/DVD/VCR and a full kitchen. This facility allows for a private party setting. No alcohol is allowed at the Teen Center during rentals.

Reservations are accepted in person at the Milpitas Sports Center office, 1325 E. Calaveras Blvd., Monday-Thursday 6am-9pm, Friday 6am-5pm only. No phone, mail or fax reservations are accepted. The Teen Center may be reserved for use on Saturdays from 7am-1pm or Sundays from 7am-10pm for youth related functions, ages 17 and under. Rental fees are charged from the time you and your caterers, florists, band, etc., enter the facility to the completion of your function. When planning your rental times, please include your own set up time for decorating, caterers, florists, etc.

Milpitas residents may reserve the facility no more than one (1) year prior to the proposed use date. **Non-residents** (applicants not residing in Milpitas) may reserve the facility no more than six (6) months prior to the proposed use date. Reservations may not be made without 30 days prior notice to the posed date of use.

Reservations require a completed Facility Use Application, a cleaning and damage deposit, and an application fee. The deposit is refundable after the use date and will be returned to you by a City check, within approximately thirty (30) days, unless damages, additional maintenance or services are assessed. **All fees must be paid in the form of a cashier's check, money order, cash or VISA/MC/DISCOVER.** Cashier's checks or money orders must be payable to: CITY OF MILPITAS. No personal checks will be accepted. Final rental fees are due 30 days prior to the rental date and must be paid in person.

Cancellation Policy: Facility cancellation of the Milpitas Teen Center must be done in writing on forms provided by the City. Cancellation forms will be accepted in person only. No mail, facsimile or phone cancellations will be accepted. Please note: All facility application cancellations will forfeit the \$15 application fee and insurance processing fee if applicable.

- Full refund of deposit will be granted, provided a cancellation is made within 30 days of deposit.
- If cancellation is made with more than 160 days remaining until the proposed use date, 25% of deposit will be forfeited.
- If cancellation is made with more than 120 days remaining until the proposed use date, 50% of the deposit will be forfeited.
- If cancellation is made with more than 90 days remaining until the proposed use date, 75% of the deposit will be forfeited.
- If cancellation is made with less than 60 days remaining until the proposed use date, entire deposit will be forfeited.
- If deposit is paid with less than 30 days remaining until the proposed use date, should cancellation occur, the entire deposit will be forfeited.

RESIDENTS: Resident applicants must submit applications in person (applications will not be accepted from anyone other than the applicant). When submitting an application and when paying final rental fees, **residents must provide two (2) forms of proof of residency - a valid California driver's license showing your Milpitas address and one (1) of the following: a current phone bill or a Milpitas water bill, current bank statement or imprinted check verifying a Milpitas resident address.**

Please note: Additional insurance and fees may apply depending on the type of function.
All permits requiring insurance will be assessed a \$15 processing fee.

MILPITAS TEEN CENTER FEE SCHEDULE

<u>ROOM/SERVICE</u>	<u>CAPACITY</u>	<u>RESIDENTS</u>	<u>NON-RESIDENTS</u>
Teen Center	180		
Reservations Accepted		1 yr to proposed date	6 mos to proposed date
Rental Deposits		\$500.00	\$600.00
Application Fee (non-refundable)		\$15.00	\$15.00
Teen Center Rental Fee (2 hr. min)		\$50.00/hr	\$60.00/hr
Staffing (1 staff per 50 attendance required)*		\$15.00/hr	\$15.00/hr

*\$15 per hour per staff member (1 staff: 50 attendance ratio)

For further information regarding rental policies, please refer to the Facility Use Rules & Regulations. Should you have any questions, please contact the Milpitas Sports Center office at (408) 586-3225.